



ADVISORY BOARD MEETING
May 10, 2011

PLEDGE OF PUBLIC CONDUCT

*We may disagree, but we will be respectful to one another.
We will direct all comments to issues.
We will avoid personal attacks.*

715 4th Street West • Palmetto, Florida 34221
(941) 723-4988
WWW.PalmettoCRA.org

Advisory Board

Sia Mollanazar, Chair
Betty Ann Price, Vice Chair
Nick Costides
MacArthur Sellars
Charles Smith

Moment of Silence, followed by the Pledge of Allegiance.

1. **CRA Advisory Board Chair and Vice Chair nominations**
Action Request: Motion to approve Chair.
Action Request: Motion to approve Vice Chair.
2. **CRA Advisory Board Agenda Approval.**
Action Request: Motion to approve the May 10, 2011 agenda.
3. **Approval of Minutes – April 14, 2011.** (TAB A)
Action Request: Motion to approve the CRA Advisory Board Meeting April 14, 2011 minutes.

NEW BUSINESS

4. **5th Street Streetscape Design Contract (Ugarte and Associates)** (TAB B)

This proposed contract will allow the CRA to begin design work for the 5th Street Streetscape. The work must be completed and approved by SWFWMD for permitting and grant funding. The road construction cannot begin before October 1st, 2011.

Estimated design budget: \$168,835.00.

Action Request: Motion to recommend approval of Ugarte and Associates contract not to exceed \$168,835.00 for 5th Street Streetscape.

5. **10th Avenue Streetscape (10th to Riverside) Conceptual Plan Contract (Ugarte and Associates)** (TAB C)

This proposed contract will allow the CRA to begin conceptual design work for the 10th Avenue Street Streetscape from 10th Street to Riverside Drive. We will need this for SWFWMD Grant review in December. We have done this before for the 5th Street Streetscape.

Estimated conceptual design budget: Not to exceed \$30,000.00.

Action Request: Motion to recommend approval of Ugarte and Associates contract not to exceed \$30,000.00 for 10th Avenue Streetscape.

6. **Advise on Commercial Rental Incentive**

Discuss the idea of subsidizing rent to draw new business and jobs into the CRA.

7. **Womans Club of Palmetto - (Jeff Burton)** (TAB D)

Action Request: Motion to recommend approval for Store Front Grant, SFG#11-09, Womans Club of Palmetto, in the amount not-to-exceed \$5,617.50.

8. **CRA Plan – General Analysis of CRA**

Final review of the Draft CRA Plan. This is an overview of the General analysis of CRA. It is scheduled for this April and May. The CRA Advisory Board recommendations will be forwarded to the City Commission, not CRA Board.

The CRA Advisory Board, as a function of its responsibility shall review current function, funded by the CRA Trust in order to recommend them as a "power" of the Community Redevelopment Agency.

(See City Sec. 11-84. - Powers and duties.)

Action Request: Motion to recommend General Analysis of CRA to the City Commission as a power of the CRA.

9. Sign Ordinance Drafting Sponsorship

At the May 2nd, 2011 City Commission Meeting, The CRA Advisory Board was asked to consider sponsoring the development of a new sign ordinance. Most of the commercial business is in the CRA area.

Research for this will be provided at the meeting and if possible, prior to the meeting via email.

OLD BUSINESS

10. Recommendation of Community Redevelopment Agency Powers – City Clerk.

This exercise will be used to detail a referenced sub plan to the draft CRA Plan for funding of this department. It will also be used to detail next year's budget to align with the CRA Plan. Since the Advisory Board is a recommending body, final authority lies with the City Commission.

The CRA Advisory Board, as a function of its responsibility shall review current function, funded by the CRA Trust in order to recommend them as a "power" of the Community Redevelopment Agency.

(See City Sec. 11-84. - Powers and duties.)

The Agency shall not spend the Fund on general fund services unrelated to planning and carrying out the Plan.

- Ordinance Number 526, § 1, 11-21-94;
- Ord. No. 07-917, § 2, 2-26-07;
- Ord. No. 09-985, § 1, 2-23-09;
- Florida Statute 163.370 Powers; counties and municipalities; community redevelopment agencies (3) (c);
- Florida Redevelopment Association Website
(<http://www.redevelopment.net/crafaq.aspx>)

Current (2010-2011) CRA Trust funding to the City Clerk Department is as follows:

<u>Account</u>	<u>Description</u>	<u>Amount</u>
1905598212	Allocation – City Clerk	\$47,811.00
1905598212	Allocation – Code Enforcement	\$27,838.00
1905599101	Transfer Out – Admin Service	<u>\$43,812.00*</u>
TOTAL		\$119,461.00

*Account 190559101, transfers Out – Admin Services is detailed as follows:

Finance	\$16,288.03
Human Resources	\$3,205.76
Information Technology	\$10,936.80
<u>Fleet Department</u>	<u>\$1,234.43 *</u>
Total accounted for:	\$31,692.03
Total paid:	\$43,812.00
Overage (unbudgeted):	\$12,119.97

*The CRA currently pays \$48,061 in 1905598212 Allocations – Fleet. (Part of Public Works)

#1. Possible Action: Motion to recommend plan submitted by City Clerk as a "Power" of the Community Redevelopment Agency.

#2. Possible Action: Motion to recommend "Administrative Services" submitted by City Clerk as a "Power" of the Community Redevelopment Agency.

#3. Possible Action: No motion.

11. Sutton Park Improvement Plan Contract (Moore 2 Design)

This proposed contract will allow the CRA to begin conceptual design work for Sutton Park. From this we will develop a new park in conjunction with the CRA/YMCA park survey.

12. Palmetto 4th of July

Update on CRA sponsored celebration.

- Entertainment
 - Eddie Money
 - Henry Lawrence
- Business marketing opportunity
 - Palmetto occupational licensed businesses only
 - Free registration
- Sutton and Lamb Park
 - VIP Section
 - CRA Boards
 - County Commission
 - State legislators
 - Federal legislators

13. CRA Action Status Sheet

Information only.

(TAB E)

14. CRA Projects Managed by Public Works

Information only.

(TAB F)

15. CRA Director Comments

1. 2011 CRA Plan and Budget schedule

MONTH	BUDGET	PLAN
a. February	City Clerk (unresolved)	
b. March	Public Works (unresolved)	
c. April	Police Department	General analysis of CRA
d. May	City Clerk II	General analysis of CRA
e. June	Public Works II	Specific analysis of CRA
	Districts	
f. July	Reoccurring expenses/Capital projects	Specific analysis of CRA Districts
g. August	Present to CRA Board	Recommend Plan
h. September	CRA Board Approval	City Commission Approval